

INSTRUCTIONS FOR ALL ATTORNEYS APPEARING IN AN MDL CASE

I. HOW TO ENTER AN APPEARANCE

Regardless of whether you were listed as counsel of record in a case before it was transferred to Maryland as a part of an MDL, or need to enter your appearance after a case has been transferred to Maryland:

1. Complete the MDL *pro hac vice* motion. You are not required to pay a fee, nor are you required to obtain local counsel. However, you must be a member of the bar of a district court of the United States.
2. Complete the registration form for the electronic filing system which is attached to the motion. Mail the motion and registration form to the court.
3. Once the motion has been approved you will be issued a login and password for the electronic filing system.
4. Using your login and password, file a notice of appearance in the MDL. You also may file a notice of appearance in the appropriate individual case. It is your responsibility to enter your appearance. The court will not enter your appearance in either case.

NOTE: Each attorney must electronically file a notice of appearance using his or her own login because the electronic filing system will only allow you to enter the appearance of the person whose login and password is being used.

II. OBLIGATIONS OF COUNSEL

1. You should read and become familiar with the Local Rules of this Court.
2. You must immediately advise the Court of any changes in your address, phone number, and e-mail address. If this information changes and you do not notify the Court, your appearance may be terminated without notice.
3. If you leave your firm or for any other reason are no longer involved in this litigation, you must file notices withdrawing your appearance in the MDL and any individual cases where your appearance was entered.